

## PERAC Posting

Fulltime Staff Assistant – Receptionist/Data Entry. Successful candidate will possess exceptional attention to detail, communication skills and the ability to work with confidential information. Office & Customer service exp., required, proficiency with Microsoft Word, Excel and office software. Familiarity with payroll/Accounting a plus. Submit resume by March 14, 2018 to: Barnstable County Retirement Association, 750 Attucks Lane, Hyannis, MA 02601 AA/EOE

### Duties include:

Performs receptionist duties

Handles all aspects of the daily mail

Order office supplies

Inputs & balances monthly deduction posting for up to 49 units.

Creates files for all new members & verify all information required has been received

Enter member information into PTG

Produces bank letters/member current annuity balance

Assists in all Elections and Retiree Verifications.